



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA EL TORO
PO BOX 95001
SANTA ANA CA 92709-5001

ABO 1754.3

1BA4/11A

10 Jan 94

AIR BASES ORDER 1754.3

From: Commander

To: Distribution List

Subj: RELOCATION ASSISTANCE PROGRAM (RAP)

Ref: (a) MCO 1700.24A

(b) MCO 1754.3

(c) MCO 1320.11D

Encl: (1) Relocation Automated Information System (RAIS)

(2) Timeline for Welcome Aboard Packet

(3) Flowchart Regarding Inbound Personnel

(4) Sample Command Welcome Aboard Letter

(5) Sample Cover Letter for Sponsorship Request Form (outbound personnel)

(6) Sponsorship Request Form

(7) Welcome Aboard Survey

(8) Relocation Assistance Program (RAP) Quarterly Report

(9) Contents of Welcome Aboard Packets

(10) Return Address List for Sponsorship Form

(11) Suggested Topics for the Commander's Welcome Aboard Orientation

(12) Sample Sponsor Letter

Reports Required: I. Installation Inspector Summary
(Report control symbol exempt), par. 6d(1)

II. NavCompt 2025, Monthly Obligation of Funds
(Report control symbol DN-7303-01) NAVSO P1000
establishes this reporting requirement,
par. 6e

III. Relocation Assistance Program (RAP) Quarterly
Report (Report control symbol DD-1754-02),
par. 6h(4)

IV. Installation Commander RAP Assessment (Report
control symbol exempt), par. 6h(6)

1. Purpose. To publish instructions and set forth procedures for the
RAP aboard Marine Corps Air Stations (MCAS's) El Toro and Tustin.

2. Cancellation. ABO 1320.11.

3. Background. In order to assist Marine and Navy personnel and dependents in preparing for a change of station, it is important that they be provided timely information and assistance to prepare for relocation. Relocation assistance is being accomplished through several departments at the installation with varying degrees of satisfaction for Marines and their families. Reference (a) provided initial guidance for relocation assistance offered at the Family Services Center (FSC). Reference (b) establishes a Relocation Assistance Center (RAC) at the Family Services Center, published instructions and provided further guidance on RAP Administration. Reference (c) outlines the Marine Sponsorship Program for relocating servicemembers.

4. Information. Centralization of the RAP under the RAC at the Family Services Center will result in providing accurate information and support services to enable timely decisions by the Marines, Sailors and their families concerning the relocation process.

5. Scope. The RAP will provide:

a. Predeparture services to include the following information regarding the next duty station:

- (1) Availability of temporary and permanent housing;
- (2) Child care resources;
- (3) Spouse employment opportunities;
- (4) Schools and related information;
- (5) Information regarding the Exceptional Family Member Program (EFMP) and resources available;
- (6) Counseling regarding stress management;
- (7) Financial management (entitlements/cost of living);
- (8) Home buying and selling;
- (9) Property management;
- (10) Shipment/storage of household goods; and
- (11) Checkout procedures.

b. Arrival services to include information regarding the following:

- (1) Sponsor orientation;

(2) Availability of temporary and permanent housing (including housing referral office functions and home finding services);

(3) Child care;

(4) EFMP;

(5) Medical/dental;

(6) Legal assistance resources;

(7) Education programs;

(8) Spouse employment opportunities;

(9) Religious services;

(10) Volunteer opportunities;

(11) Command indoctrination/community orientation;

(12) Counseling regarding cultural adaptation; and

(13) Check-in procedures.

c. The Relocation Assistance Coordinating Committee (RACC) is established to ensure coordination and integration of a cohesive relocation program which involves, but not limited to the following representatives:

(1) Housing;

(2) Billeting;

(3) Morale, Welfare and Recreation (MWR);

(4) Legal Assistance;

(5) Traffic Management Office (TMO)/Scheduled Airlines and Ticket Office (SATO);

(6) Military Personnel;

(7) FSC;

(8) Joint Reception Center (JRC);

(9) Navy/Marine Corps Relief Society (NMCRS);

(10) Chaplain;

(11) Finance Office;

- (12) Navy Regional Medical Center (NRMHC);
- (13) Joint Education Center (JEC); and the
- (14) American Red Cross.

d. Relocation Automation Information System (RAIS)

(1) Includes a 27 category database on relocation information for all Navy and Marine Corps installations having Family Service Centers (enclosure (1)). Future plans include computer access to relocation information at all Department of Defense (DoD) installations.

(2) The system is updated quarterly by the RACC. Updated information on the RAIS may be accessed by data categories or by printing the entire file.

e. Sponsorship Program

(1) Information on sponsorship will be provided to each transferring Marine/Sailor.

(2) Sponsorship training is provided to command sponsorship representatives to assist the command in eliminating the uncertainty involved in servicemember relocation.

6. Action

a. Third Marine Aircraft Wing (MAW), G-1; MCAS El Toro, G-1; Marine Aircraft Group (MAG) 46, S-1; Combat Service Support Detachment 14 (CSSD-14), S-1; and MCAS Tustin, S-1:

(1) Establish procedures for Marine Corps personnel and their families undergoing Permanent Change of Station (PCS) to be informed and have access to RAP services, with particular emphasis on junior Marines and their families.

(2) Provide Marines in receipt of PCS orders adequate time to clear/settle in at the installation considering personnel needs and mission requirements.

(3) Incorporate the RAC into the check-in and check-out procedures of the installation and tenant commands.

(4) Oversee the Sponsorship/Welcome Aboard Program per enclosures (2) and (3).

(5) Correspond with the joining military member in a format similar to enclosure (4).

(6) Upon receipt of a Request for Sponsorship from inbound personnel, task group/squadron commanders or section Officers in Charge (OIC) to provide a sponsor.

(7) Task group/squadron commanders or section OIC's to ensure outbound servicemembers receive a Sponsorship Request Form (enclosure (6)). Assist them in completion and mailing of the form to the future commands.

b. Commands with Navy or other Armed Forces Personnel:

(1) Oversee the Sponsorship/Welcome Aboard Program.

(2) Within 5 working days of receipt of information concerning inbound personnel, notify MCAS El Toro or Tustin FSC, Relocation Assistance Manager in writing to send a Welcome Aboard Packet. Ensure notification includes complete mailing address of unit to which servicemember is currently assigned, estimated date of departure (EDD) and estimated date of arrival (EDA) and if servicemember has dependents.

(3) Send letter similar to enclosure (4) to the joining individual.

(4) Upon receipt of a Request for Sponsorship from an inbound servicemember, task the section OIC to provide a Sponsor. Sponsorship Request Forms from other services are acceptable.

(5) Provide outbound servicemembers with a Sponsorship Request Form (enclosures (5) and (6)). Assist them in completing and mailing the form to their future commands.

c. MCAS El Toro, G-1:

(1) Establish a RAC at the FSC.

(2) Ensure the RAP is allocated sufficient resources and the RAC is staffed with managerial level personnel to accomplish program requirements.

(3) Ensure the RAP is monitored and evaluated for accessibility, effectiveness and responsiveness to the needs of Marine Corps personnel and their families by submitting the Installation Inspector Summary to CMC (MHF) no later than 15 December annually, reference (b).

(4) Provide a copy of the inspection results to the Station Inspector.

d. Defense Finance Accounting Services: Submit NavCompt Form 2025, Obligation of Funds, to CMC (RF) by the 5th working day of each month by Budget project.

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e. Assistant Chief of Staff (AC/S), G-6:

(1) Monthly, on the first day of the month, provide the Relocation Assistance Manager, FSC with a report of personnel in four parts using VEF 1200 and Monitored Command Codes (MCC)/Reporting Unit Codes (RUC) data as provided. Send one copy of the report to MCAS El Toro FSC and load the current version to INPOPAC for online viewing.

(a) Part I consists of personnel with dependents and EDA within 30 days of the date of the report.

(b) Part II consists of personnel with dependents and an EDA greater than 30 days of the report date.

(c) Part III consists of single personnel with an EDA within 30 days of the report date.

(d) Part IV consists of single personnel with an EDA greater than 30 days of the report date.

(2) Provide address labels of personnel on the roster to the Relocation Assistance Manager, FSC.

(3) Update MCC and RUC as necessary.

f. JRC:

(1) Determine which new joins have not received a Welcome Aboard Packet.

(2) Have those who did not receive a Welcome Aboard Packet complete enclosure (7).

(3) Review enclosure (7) to ensure that the correct MCC/RUC information for both detaching and joining unit is provided.

(4) Forward completed surveys to the FSC, RAC for follow up.

g. MCAS El Toro FSC, RAC:

(1) Administer and manage the RAP.

(2) Obtain Welcome Aboard Packets from Navy and Marine Corps installations and make them available for review by outbound personnel. Assist other service personnel to obtain information as requested.

(3) Coordinate the RACC.

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(4) Submit the RAP Quarterly Report using enclosure (8) by the 10th working date from the close of the quarter to CMC (MHF).

(5) Ensure the data for the RAIS is updated quarterly and submitted to CMC (MHF) by the 10th working day from the close of the quarter.

(6) Coordinate and submit the Installation Rap Assessment to CMC (MHF) by 15 December annually. Information will be compiled by the RACC.

(7) Ensure that RAIS database information is available to servicemembers and their families transferring to and from the installation.

(8) Compile Welcome Aboard Packets for incoming personnel containing information listed in enclosures (9) and (10).

(9) Consolidate information so that packet weight is kept to a minimum.

(10) Maintain a sufficient supply of Welcome Aboard Packet materials so that packets can be provided on a timely basis.

h. Group/Squadron Commanders and section OIC's:

(1) Provide servicemembers in receipt of PCS orders adequate time to clear/settle in at the installation considering personnel needs and mission requirements.

(2) Ensure a responsible, concerned individual is assigned to administer the sponsorship program. Consideration should be given to assigning the Family Advocacy Representative as Sponsorship Representative because this individual should already be familiar with FSC functions. It is recommended that the individual assigned be at least a Staff Noncommissioned Officer (SNCO) and have a family residing in the local area.

(3) Ensure the individual assigned is trained per this Order. This individual can then train volunteer sponsors using the FSC Sponsor Packet.

(4) Assign a sponsor to incoming personnel when requested by the individual servicemember using enclosure (6).

(5) Conduct a welcome aboard orientation as needed. These orientations should be as informal as conditions permit and include a personal welcome by the commanding officer or sergeant major. Enclosure (11) is a list of suggested topics.

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(6) Ensure each transferring Marine, when notified of PCS orders, receives enclosures (5) and (6).

(7) Provide assistance to outbound personnel, as needed, in completing the Sponsorship Request Form and mail the completed form to the new duty station.

(8) Ensure that transferring Marines are aware of the reference library maintained by the FSC, RAC. This library contains a copy of Navy and Marine installations' Welcome Aboard Packets and is available for review upon request.

i. Group/Squadron Sponsorship Representative:

(1) Attend annual training conducted by the FSC.

(2) Recruit volunteer sponsors from all grades and sections. Married personnel are especially encouraged to participate.

(3) Train volunteer sponsors with regard to their responsibilities and in the use of the Sponsor Packet. Supervise sponsors and obtain feedback regarding program effectiveness from sponsored individuals.

(4) Obtain sufficient Sponsor Packets from the FSC for sponsor use.

(5) Suggestions for improvement to this program should be forwarded, via chain of command, to the FSC, RAC.

j. Sponsors:

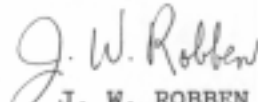
(1) Report to Group/Squadron sponsorship representative for indoctrination and training on sponsor responsibilities.

(2) Use the FSC produced Sponsor Packet for support information. Forward suggestions for improvements in the program via unit sponsorship representative to the FSC, RAC.

(3) Unofficial personal communication via telephone or letter is encouraged, enclosure (12). Sponsors are cautioned not to make commitments that might be construed as being official. Matters of an official nature should be directed to the commanding officer for appropriate action.

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7. Concurrence. The Commanding General, 3d Marine Aircraft Wing and the Commanding Officers, Marine Aircraft Group 46, Combat Service Support Detachment 14, and Marine Corps Air Station Tustin concur in the provisions of this Order.


J. W. ROB BEN
Chief of Staff

DISTRIBUTION: MCABWA: A less 3AA and 4AA

Copy to: 3d MAW: LIST 1
2 less G
3 less A-1, E-2, E-3, E-6, F-3 thru F-7
G

RELOCATION AUTOMATED INFORMATION SYSTEM (RAIS)

- * Base Directory
- * Geographical Information Climate
- * Child Care
 - On Base/Off Base
- * Local Realtors
- * Temporary Housing
- * Housing
 - On Base/Off Base
- * Utility Companies
- * Parks and Recreation
- * Port Call
- * Transportation Travel
- * Must Know Items
- * Pets
- * Chambers of Commerce
- * Civilian Social Service Agencies
- * Family Support Service Programs
- * Employment Contracts
- * Spouse Employment
- * Shopping Centers
- * State Licensing
- * Public School Districts
- * Private Schools

ENCLOSURE (1)

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- * Colleges/Adult Education
- * Medical Facilities
- * Special Education
- * Personnel Support Detachment
- * Household Goods

ENCLOSURE (1)

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TIMELINE FOR WELCOME ABOARD PACKET

EACH MONTH:

1st - AC/S, G-6: Produce roster of inbound personnel. Forward the original with mailing labels to the Family Services Center, Relocation Assistance Center.

Upon Receipt - 3d MAW, AC/S, G-1; Station AC/S, G-1; MCAS Tustin, S-1; MAG-46, S-1 and CSSD-14, S-1; audit the roster of inbound personnel against orders received and notify the Family Services Center (FSC) of all changes involving the reassignment of personnel to or from MCAS's El Toro/Tustin.

5th - FSC, RAC: Mail Welcome Aboard Packets to Part I and III personnel.

10th - FSC, RAC: Mail Welcome Aboard Packets to Part II and IV personnel.

ENCLOSURE (2)

FLOWCHART REGARDING INBOUND PERSONNEL

| WHO | ACTION |
|---|---|
| 3d MAW AC/S, G-1 MCAS El Toro AC/S, G-1 MCAS Tustin S-1 MAG-46 S-1 CSSD-14 S-1 Branch Medical Admin (NAVPERS) VMFAT-101 S-1 (NAVY) | Receive message on inbound Marine/Sailor. Send command welcome letter. Request Welcome Aboard Packet from the FSC, RAC for non-Marine personnel. Include unit address, EDD, EDA and existence of dependents/pets. |
| Family Services Center | Forward Welcome Aboard Packet with Request for Sponsorship Form and envelope to Marine/other servicemember within time limits designated using the inbound personnel roster and unit requests. |
| Servicemember | Review Welcome Aboard Packet. Return DD Form 1746 and/or Sponsorship Request Form as desired. |
| 3d MAW AC/S, G-1 MCAS El Toro AC/S, G-1 MCAS Tustin, S-1 MAG-46, S-1 MAG-46, S-1 CSSD-14, S-1 Branch Medical Admin (NAVPERS) VMFAT-101, S-1 (NAVY) | Forward Sponsorship Request Form to joining unit/section for assignment of sponsor. |
| Joining Unit/Section | Assign sponsor of similar grade and marital status. Prepare letter for sponsor to send to individual. |
| Sponsor | Contact servicemember by letter or telephone with guidance of sponsorship representatives. |
| Servicemember | Receive letter from sponsor; contact sponsor as needed for additional information. |

ENCLOSURE (3)

SAMPLE COMMAND WELCOME ABOARD LETTER

UNIT LETTERHEAD

Dear

I note with pleasure your assignment to (unit) and want to take this opportunity to extend a warm welcome to you. A Welcome Aboard Packet has been sent under separate cover. If you have not received one, please call: Comm: (714) 726-3098, DSN: 997-3098.

All personnel reporting to any tenant command at MCAS El Toro or Tustin must report to the Joint Reception Center at MCAS El Toro which is located 10 miles south of Santa Ana, California and 40 miles north of Oceanside, California, just off Interstate Highway 5. Take the Sand Canyon exit and follow signs to MCAS El Toro.

A sponsorship program is available aboard MCAS's El Toro/Tustin. The Sponsorship Program exists to assist transferring Marines/Sailors and their families. If you would like to take advantage of this assistance when relocating, please complete and return the Sponsorship Request Form contained in the Welcome Aboard Packet sent under separate cover. This completed form will be used to further assist in your move. Southern California is a high cost of living area. I urge you to become thoroughly familiar with the contents of the Welcome Aboard Packet. Your prior planning can mean that your family will arrive with appropriate housing ready for them. On-base housing lists are often long and local rental housing averages \$750 per month for a two bedroom apartment.

Please be advised that station regulations state that all military personnel assigned to MCAS's El Toro/Tustin or tenant units must report to the Housing Referral Office prior to making any commitment for private housing on the local economy. Housing Referral and the Joint Reception Center are located in Building 58, a short distance from the main entrance to MCAS El Toro.

We are looking forward to seeing you and feel certain you can anticipate a pleasant and rewarding tour of duty with (unit).

Sincerely,

ENCLOSURE (4)

SAMPLE COVER LETTER FOR SPONSORSHIP REQUEST FORM
(OUTBOUND PERSONNEL)

UNIT LETTERHEAD

From: Commanding General/Commanding Officer
To:

Subj: MARINE CORPS PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11D

Encl: (1) Sponsorship Request Form

1. Per the reference, the Marine Corps Personnel Sponsorship Program has one purpose - to assist transferring Marines and their families. The command to which you are being transferred is ready to receive you and to help you overcome any difficulties you may encounter at your new location.
2. If you are transferring within the United States, participation in the Sponsorship Program is voluntary; however, you are encouraged to participate in order to take advantage of the assistance available, and to ensure that your new tour gets off to a smooth start.
3. If you are being transferred to an overseas location on an accompanied tour, you will need assistance from your new command in preparing the relocation and in overcoming any unanticipated problems upon arrival. Therefore, your participation is required.
4. If you will be participating in the Sponsorship Program either on a voluntary or required basis, complete enclosure (1) and return it to _____. The form will be forwarded to your new duty station. Shortly after it is received, information concerning the station and surrounding civilian community as well as the name and address of your sponsor, will be mailed to you. You are encouraged to communicate directly with your sponsor.
5. It is sincerely hoped that you and your family have a successful "reporting in" at your new duty station.

Signature

ENCLOSURE (5)

SPONSORSHIP REQUEST FORM

PRIVACY ACT STATEMENT

Public Law 93-579 (The Privacy Act 1974), effective September 27, 1975, requires that you be advised of the following:

1. The AUTHORITY for soliciting the below-listed information is 5 U.S.C. 301.
2. The PURPOSE for soliciting this information is to enable receiving commands to assist you in preparing for your change of station.
3. The information solicited is VOLUNTARY; by providing this information, it will help the Marine Corps Personnel Sponsorship Program to adequately support you.

COMPLETE ALL BLOCKS AND RETURN THIS FORM TO YOUR NEW UNIT ADDRESS:

1. _____
(GRADE) (NAME) (SSN) (MOS)
2. Current unit address: _____
3. Unit Phone (Comm. and DSN): _____
4. Current Mailing Address: _____
5. Estimated Detachment Date: _____ Arrival date: _____
6. Leave Address: _____
MCC/RUC of new assignment: _____
7. Marital status: _____
Sex and age of dependent child(ren): _____
8. Anticipated mode of travel: _____
9. I do (do not) desire Government quarters. My family size will require (2, 3, or 4 bedrooms), (circle one). I have (have not) forwarded an Application for an Assignment to Military Family Housing, DD form 1746 directly to the Housing Office.
10. Specific information/assistance requested: _____

(Signature)

ENCLOSURE (6)

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WELCOME ABOARD SURVEY

(To be completed ONLY by those who did NOT receive a Welcome Aboard Packet prior to arrival at MCAS's El Toro/Tustin).

NAME _____

GRADE _____ SSN _____

PREVIOUS UNIT NAME _____

PREVIOUS UNIT MCC _____

PREVIOUS UNIT RUC _____

JOINING UNIT NAME _____

JOINING UNIT RUC _____

DATE OF DETACHMENT _____

DATE JOINED _____

FAMILY SERVICES CENTER USE ONLY:

Servicemember first appears on listing dated _____ in
Part _____. Welcome Aboard Packet was mailed _____.

Reason for nonreceipt of packet: _____

ENCLOSURE (7)

RELOCATION ASSISTANCE PROGRAM (RAP) QUARTERLY REPORT

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NAME OF COMMAND OR INSTALLATION

POINT OF CONTACT FOR REPORT

1. FUNDING EXECUTION.

- a. Total funds expended in RAP. Total: _____
- b. Funds expended for relocation automation support. Total: _____
- c. RAP funds expended in other RAP-related FSC programs which include financial assistance, information and referral, employment assistance, and outreach. Total: _____

Comments: _____

2. PERSONNEL.

- a. Number of full-time (dedicated) RAP managers by grade. Total: _____
- b. Number of full-time RAP specialists. Total: _____
- c. Number of part-time RAP managers. (minimum 50 percent of time) Total: _____
- d. Number of part-time RAP specialists. (minimum 50 percent of time) Total: _____
- e. Number of collateral duty. (less than 50 percent of time) Total: _____
- f. Number of contracted positions. Total: _____
- g. Number of positions vacant (indicate whether position is classified or advertised).
Classified Total: _____
Advertised Total: _____
- h. Total number of RAP volunteer staff. Total: _____
- i. Total volunteer hours. Total: _____

Comments: _____

3. DIRECT SERVICES BY NUMBER OF CONTACTS.

- a. Number of informal contacts. Total: _____
(Informal contacts: Requests for information or service that can be satisfied immediately in a single contact and does not involve counseling, crisis intervention, extensive time, or recording of demographic information. This includes settling-in assistance such as outreach welcome visits.)

3. (Cont.)

- b. Number of formal contacts. Total: _____
(Formal contacts: Requests for service that involves relocation planning sessions, or crisis intervention are provided and in which demographic client data is recorded.)
- c. Number of briefings, workshops, and seminars. Total: _____
(These include, but are not limited to, command education briefings, welcome orientations, cross-overseas preparation, relocation stress management, and PCS financial preparedness.)
- d. Number of sessions. Total: _____
- e. Number of attendees. Total: _____
- f. Number of inbound clients served. Total: _____
- g. Number of outbound clients served. Total: _____

Comments: _____

4. INDIRECT SERVICES.

Total percentage of time spent on other than direct client services to include:

- a. Chairing and coordinating the Relocation Assistance Coordinating Committee (RACC). Total%: _____
- b. Program marketing and publicity. Total%: _____
- c. Gathering community information. Total%: _____
- d. Unit liaison. Total%: _____
- e. Program administration such as budgeting, planning, staff recruitment, supervision, and training. Total%: _____

Comments: _____

Enclosure (8)

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CONTENTS OF WELCOME ABOARD PACKETS

INSTALLATION

- * DIRECTIONS FROM THE AIRPORT
- * PROCEDURES TO CHECK IN TEMPORARY LIVING ACCOMODATION
- * BASE PHONE BOOK
- * MAP OF INSTALLATION
- * HOURS OF COMMISSARY, EXCHANGE, ETC.
- * AVAILABLE RESOURCES
- * LOCATION, PHONE #, INFO ON:
 - * Housing Office
 - * Medical Services
 - * Youth Clubs
 - * Hobby Shops
 - * Chapel Programs
 - * Bank/Credit Union
 - * Recreation, Bowling Alley, Fishing Lakes
 - * Base Education Information
 - * Child Care
 - * Temporary Quarters
 - * Teen and Youth Programs
 - * Job Availability for Family

COMMUNITY

- * COST OF LIVING
- * COMMUNITY CALENDARS
- * MAPS
- * RESTAURANT GUIDE
- * RECREATION
- * HOTEL GUIDE
- * HOUSING
- * NIGHTLIFE, THEATERS
- * SHOPPING
- * SPECIFIC SCHOOL INFORMATION
- * JOB AVAILABILITY
- * CONTINUING EDUCATION
- * TAX INFORMATION
- * DRIVER'S LICENSE INFORMATION
- * TRANSPORTATION
- * LOCAL NEWSPAPER INFORMATION
- * WEATHER
- * LOCAL UTILITIES AND TELEPHONE CONTACTS
- * REAL ESTATE INFORMATION
- * TRASH COLLECTION
- * DAY TRIPS
- * HISTORICAL AREA INFORMATION
- * SPORTS INFORMATION

ENCLOSURE (9)

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RETURN ADDRESS LIST FOR SPONSORSHIP FORM

Return completed Sponsorship Request Form to the unit to which you will be assigned.

Assigned to:

Address:

| | |
|-----------------------|---|
| All 3d MAW Units..... | COMMANDING GENERAL ATTN G-1 PERSONNEL HQTR 3D MAW MCAS EL TORO P O BOX 99000 SANTA ANA CA 92709-9000 |
| MCAS El Toro..... | COMMANDING GENERAL ATTN G-1 PERSONNEL HEADQUARTERS MCAS EL TORO P O BOX 95000 SANTA ANA CA 92709-5000 |
| MCAS Tustin..... | COMMANDING OFFICER ATTN S-1 PERSONNEL HEADQUARTERS MCAS TUSTIN P O BOX 105000 SANTA ANA CA 92710-5000 |
| MAG-46..... | COMMANDING OFFICER ATTN S-1 PERSONNEL MAG 46 MCAS EL TORO P O BOX 96010 SANTA ANA CA 92709-6010 |
| CSSD-14..... | COMMANDING OFFICER ATTN S-1 PERSONNEL CSSD-14 MCAS EL TORO P O BOX 96009 SANTA ANA CA 92709-6009 |

ENCLOSURE (10)

SUGGESTED TOPICS FOR THE COMMANDER'S WELCOME ABOARD ORIENTATION

Commanding Officer's policy on

"Open Door" for problems/assistance

"Where can I go for help?" Introduce Executive Officer, Sergeant Major, Chaplain, Human Affairs Officer, some Staff Noncommissioned Officers/Noncommissioned Officers, etc.

Leave/special liberty/liberty/excess leave/emergency leave

Drug and alcohol use, detection, reporting disciplinary action and/or help

Request Mast

Equal Opportunity

General

BAQ, BAQ (Own Right), Comrats eligibility

BEQ/BOQ assignment/reassignment/policy/regulations/security - marking of personal effects/family housing waiting list

Interpretation of Leave and Earning Statement (LES)/pay problems

Base pay/VHA

Allotment procedure

Non-Judicial Punishment (NJP)/courts-martial: Effect on promotion, assignment and reassignment

Promotions/promotion recommendations and screening boards

Conduct and proficiency marks/fitness reports

Use of Marine Corps Exchange and commissary facilities, best time to shop, selective shopping - compare prices

Family Service Center Programs (El Toro or Tustin)

Navy Marine Corps Relief services (not history) - preferably presented by unit personnel

ENCLOSURE (11)

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Red Cross services (not history) - preferably presented by unit personnel

Wives club, volunteer agencies/service and need for volunteers

Uniform, hair and civilian clothing regulations

Chain of Command

Plan of the Day and bulletin board/social functions

Off-duty education classes on base - high school and college

Basic Education Level Program (BSEP) eligibility

Champus: Medical and Dental facilities/complaints - Naval Hospital
Long Beach/Camp Pendleton - bus available for active duty and/or dependents

Transportation: On-base and off-base - bus schedules

Recreation facilities off base

Marine of the Month and Noncommissioned Officer (NCO) of the Quarter
Programs and Awards

Administrative procedures in unit

Casualty assistance

Survivor Benefits/Servicemen's Group Life Insurance (SGLI)

Legal assistance

Personal documents/safekeeping

Squadron training procedures

Insurance counseling (Auto & Life)

Group/Squadron mission and organization

Special services programs, discounts and station recreation facilities
(including Big Bear)

Squadron deployments

Moonlighting (off-duty employment)

ENCLOSURE (11)

Officers and SNCO's

Alert for drug and alcohol use/counseling

Leadership training (of junior SNCO's and NCO's in particular)

"Open Door"

SUGGESTED PARTICIPANTS IN WELCOME ABOARD ORIENTATION

Commanding Officer

Executive Officer

Admin Officer/S-1 Officer

Family Service Center (El Toro or Tustin)

Legal/Legal Assistance Officer

Chaplain

Human/Personal Affairs Officer

S-3 Officer

Sergeant Major

Selected SNCO's and NCO's

ENCLOSURE (11)

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SAMPLE SPONSOR LETTER

UNIT LETTERHEAD

1700

Sgt I. M. Marine
1775 Tun Tavern
Philadelphia, PA 10000

Dear Sgt Marine:

Welcome to MCAS El Toro! My name is Sgt J. Combat and I'll be your sponsor here at El Toro.

I encourage you to write or call me to answer any questions you have concerning the local area or the air station. My address and phone number are:

Sgt J. Combat
HQHQRON, (FSC)
P O Box 95000
MCAS El Toro (Santa Ana), CA 92709-5023
Comm: (714) 726-2771
DSN: 997-2771

Southern California is a nice place to live and work. You will find the climate mild year around. Days are warm to hot with cool nights. Unfortunately, this area is also a very high cost of living area. If you are planning to buy or rent a home I would encourage you to be prepared for a large initial cost.

I've arranged for the material you've requested to be mailed to you separately. It should arrive soon.

I'd like to meet you once you've arrived and show you around a bit to help you get acquainted. Again, please write and let me know what your plans are and how I could help.

Sincerely,

J. J. COMBAT
Sgt USMC

ENCLOSURE (12)



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA EL TORO
PO BOX 91001
SANTA ANA CA 92709-5001

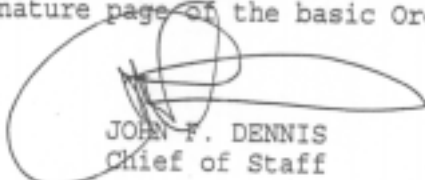
ABO 1754.3 Ch 1
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17 Jan 96

AIR BASES ORDER 1754.3 Ch 1

From: Commander
To: Distribution List

Subj: RELOCATION ASSISTANCE PROGRAM (RAP)

1. Purpose. To direct a pen change to the basic Order.
2. Action. In the "Copy to:" section of the basic Order change to read the same as the corresponding section of this Change.
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


JOHN F. DENNIS
Chief of Staff

DISTRIBUTION: MCABWA: A less 3AA, 4AA

Copy to: 3d MAW: LIST 1
2 less G